

	Administrative Regulation		Policy #	03-02.09
	Major Disaster Leave Sharing Program		Effective Date:	January 1, 2021
			Revision Date:	N/A
			Owner:	Human Resources

Purpose:

To provide regular and limited duration City of Springfield employees an opportunity to assist co-workers who are adversely impacted by a major disaster as declared by the President of the United States.

Scope:

This policy applies to all regular and limited duration employees of the City of Springfield.

Policy:

In the event of a major disaster as declared by the President of the United States that results in a severe hardship for City employees, the City Manager may direct the Human Resource (HR) Department to establish a Leave Sharing Program (LSP). Under this LSP an eligible employee may share accrued leave into a donation program to assist employees who are adversely affected by the disaster or emergency. The donation of leave is strictly voluntary.

The City Manager will determine a reasonable limit, based on the severity of the disaster, for the period of time after the major disaster occurs during which a leave donor may deposit the leave in the leave bank and a leave recipient must use the leave received from the leave bank.

Procedure:

1. Requesting Donated Leave.

- 1.1. A leave recipient must submit a written request to HR using the Leave Donation Request Form, specifically describing reasoning for the need to use the donated leave.
- 1.2. HR will make a reasonable determination, based on need, as to how much leave each approved leave recipient may receive under the LSP.
- 1.3. All applicable and available leaves must be used prior to any donated leave. Donated leave may only be used for time off related to the approved request.
- 1.4. A leave recipient may not convert leave received under the plan to cash instead of using the leave. However, a leave recipient may use leave received under the plan to eliminate a negative balance that arose from leave that was advanced to the leave recipient because

of the effects of the major disaster. A leave recipient also may substitute leave received under the plan for leave without pay used because of the major disaster.

2. Donation of Leave

- 2.1. HR will coordinate the leave request notification to City employees, collect leave donation forms.
- 2.2. Leave donated as part of the LSP is deposited into a leave bank available only for employees affected by that disaster and an employee cannot transfer their leave donation to a specific leave recipient.
- 2.3. Employees may donate accrued vacation time, PTO, floating holiday, sick leave, or comp time. Donated leave will be transferred hour-for-hour to the leave recipient.
- 2.4. Employees cannot donate less than two (2) hours per event and may donate no more than 40 hours of leave per calendar year per event.
- 2.5. Employees must have a minimum of eighty (80) hours left in their leave banks after donating hours.
- 2.6. Once the leave donation form is submitted, the donation is considered irrevocable.
- 2.7. Donations will be removed from the donated account and credited to the receiving employee as needed. Unused donations will be returned to the donating employees.
 - 2.7.1. Leave returned to each leave donor must be the same proportion as (1) the leave donated by each leave donor to (2) the total leave donated because of that major disaster.
- 2.8. Taxes will be paid by the leave recipient at the time the hours are utilized.

Definitions

1. “*Adversely Impacted*” is when a major disaster causes a severe hardship to the employee or a family member of the employee that requires the employee to be absent from work.
2. “*Immediate Family*” for the purpose of this regulation is defined as the parent, spouse, or child of the employee. Other than a parent, spouse or child, only the following persons will be considered to qualify as part of the employer's immediate family: Step-children, foster children, step-parents and foster parents. Other relatives, even when living permanently in the same household as the employee, will not be considered to be part of the “immediate family.”

3. *“Leave Donation”* means a current employee of the City whose voluntary written request to deposit leave in a leave bank under a major disaster leave-sharing plan is approved by Human Resources.
4. *“Leave Recipient”* means a current employee for whom the employer has approved the application to receive leave under a major disaster leave-sharing plan.
5. *“Major Disaster”* is a disaster declared by the president under §401 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (the Stafford Act).

Resources:

Administrative Regulation:

1. [Family Medical Leave](#)
2. [Leave Donation](#)

CREATION (Original):

This administrative regulation is in effect as of the date of my signature. I authorize the Human Resource Director to modify the history and resources sections and header, footer, and numbering without my reauthorization. The administrative regulation remains in effect should these revisions occur.			
Approved By:	Nancy Newton, City Manager	Dates:	12/24/2020
Author:	Chaim Hertz, Director of Human Resources		
Responsible Party:	Human Resources		
Replaces:	N/A – New Regulation		

PERIODIC REVIEW:

Reviewer:		Date:	
Reviewer:		Date:	
Reviewer:		Date:	
Reviewer:		Date:	
Reviewer:		Date:	

REVISIONS:

Version #2:	Responsible Party:			
	Revised By:			
	Approved By:		Date:	
	Reason/Summary of Changes:			